

ELECTORAL COMMISSION

BID SPECIFICATIONS

Auction 0010452700

Supply, Delivery and Installation of Office Furniture

(Electoral Commission Local Offices in Western Cape Province)

1. Background

The Electoral Commission (IEC) maintains a network of local offices in two hundred and thirteen (213) municipalities throughout the country. These local offices are responsible for implementing electoral related projects and programmes at a municipal level and also serve as a distribution point to voting stations during an election period.

The Electoral Commission requires a service provider to supply, deliver and install office furniture as outlined in the item specifications below.

The furniture will be used by Electoral Commission local offices in Western Cape Province (Refer **Annexure A**).

The required items must be supplied, assembled and ready for use upon delivery thereof.

2. Item Specification

The required furniture, detailed description and quantities are tabled below:

Abbreviations and notations for table below:

mm	Millimetres
mmd	Millimetres in Depth
mmh	Millimetres in Height
mml	Millimetres in Length

Item	Description	Quantity
Office Workstation Desks [OWD] 1800mml	Desk - Walnut solid and veneer desk with the dimensions of 1800mml x 800mmd x 760mmh - The top is to be 32mm thick with a solid beveled edge 32mm x 22mm - Legs are to be 70mm thick x 575mm wide mitred boxes with an 80mmh x 1,2mm aluminum kick-plate with 100mm walnut veneer cleats running from leg to leg - The modesty panel is to run from leg to leg 300mm high and to be biscuit joined and glued to the legs - The top is to be fastened to the legs with cleats and screws - All joins are to be biscuited, glued and screwed - All edging is to be a minimum of 2mm edge banded - The desk is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish Credenza - Sliding door credenza with the dimensions of 900mml x 500mmd x 760mmh - The top is to be 32mm thick with a solid beveled edge 32mm x 22mm - The unit is to have two lockable sliding doors - The backing is to be 6mm walnut veneer, rebated and screwed into the carcass. - All internals to be walnut veneer - The credenza is to have an 80mmh x 1,2mm aluminum kick plate 1 x Walnut veneer adjustable wooden shelf 16mm thick with edge-banding - All edging is to be a minimum of 2mm edge banded 2 x stainless steel bar handles 242mm x 14mm thick - All joins are to be biscuited, glued and screwed	5

Item	Description	Quantity
	- The credenza is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish Pedestal - Mobile 4 drawer pedestal with the dimensions of 410mm x 500mm x 720mm - The 4 drawers must have a central locking system 4 x stainless steel bar handles 242mm x 14mm thick - The back must be 16mm walnut veneer - The drawer bottoms must be 6mm rebated and screwed walnut veneer - All drawers to have full extension side mounted ball bearing slides - The bottom drawer is to house hanging files - The top drawer is to have a 16mm bottom, with a drop in stationary tray - All internals to be walnut veneer - All edging is to be a minimum of 2mm edge banded. - All joins are to be biscuited, glued and screwed - The castors are to be lockable 50mm black castors - The pedestal is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish	
Boardroom Tables (8 Seater) [BT8]	- Walnut veneer and solid boardroom table with the dimensions of 2500mm x 1200mm x 760mm to fit 8 seats - The top is to be 32mm thick with a solid beveled edge 70mm x 22mm - The top is to be manufactured in 2 sections to be joined and fitted to the base on site - The table must be able to seat/accommodate 8 chairs - The leg is to be a solid box construction 650mm wide in two pieces with an 80mm x 1,2mm brushed aluminum kick-plate - The two halves of the leg are to be bolted together on site - The boardroom table is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish	1
High Back Chairs [HBC]	- High back bonded black leather chair - Polyurethane base - Flexi polyurethane armrests - Swivel and tilt mechanism and gas height adjustment - Minimum weight capacity of 150kg's	27
Visitor Chairs [VC]	- Visitor's chair in bonded black leather - Steel Intergrill sleigh base, wall thickness 2,5mm - Polyurethane arm cappings - Minimum weight capacity of 150kg's	16
Credenza	- Sliding door credenza with the dimensions of 900mm x 500mm x 760mm - The top is to be 32mm thick with a solid beveled edge 32mm x 22mm - The unit is to have two lockable sliding doors - The backing is to be 6mm walnut veneer, rebated and screwed into the carcass. - All internals to be walnut veneer - The credenza is to have an 80mm x 1,2mm aluminum kick plate 1 x Walnut veneer adjustable wooden shelf 16mm thick with edge-banding - All edging is to be a minimum of 2mm edge banded 2 x stainless steel bar handles 242mm x 14mm thick - All joins are to be biscuited, glued and screwed - The credenza is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish	2

Item	Description	Quantity
Filing Cabinets [FC]	- Walnut veneer and solid filing cabinet with the dimensions of 1500mmh x 900mmw x 500mmd - The top must be 32mm thick with a solid beveled edge 32mm x 22mm - The filing cabinet is to have a fixed base with 3 adjustable 16mm walnut veneer shelves with edge-banding - Doors to be hinged with 6 x concealed hinges and be lockable - Left door to have top and bottom barrel bolts and a striker plate for the lock - Locking door to have a cylinder deadbolt rim lock - The filing cabinet must have an 80mmh x 1,2mm brushed aluminum kick-plate on all sides 2 x stainless steel bar handles 242mm x 14mm thick - All edging is to be a minimum of 2mm edge banded - The backing board is to be 6mm walnut veneer, rebated and screwed into the carcass - All joins are to be biscuited, glued and screwed - The unit is to have adjustable leveling feet in the base - The filing cabinet is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish	19

3. Required Documentation / Written Submission Requirements

The following documents need to be submitted to the Electoral Commission by not later than 11:00 on the day following the closure of the auction, with the company name and auction number on the envelope/documents –

- Completed Schedule (**Schedule A**). **Please note that should the answer to any of the relevant questions be ‘No’ the bid will be disqualified from further evaluation.**
- Completed List of Local Offices [Delivery Points] (**Annexure A**). **Please note that failure to complete or not being able to provide a service at all these locations will invalidate the bid.**
- A brochure (preferably in a book format) that includes images of the product offering needs to be submitted to the Electoral Commission as part of the written submission in support of the bid.
- The actual dimension and material composition/specification per item must be confirmed for every product in the brochure (preferably under each image).
- A written submission explaining who will supply the raw materials for the office furniture and manufacture them. Once all the suppliers in this process have been confirmed by the Electoral Commission, the delivery of the office furniture will be subject to those suppliers being used and no change will be allowed without prior approval by the Electoral Commission. The Electoral Commission also reserves the right to execute random inspections at the manufacturers of the office furniture and any other vetting/inspections that may be required to ensure adherence to bid conditions – that includes verification of the origin of any material used in the production process.
- Where subcontractors (these may include manufacturers of office furniture) are being used for the supply of the office furniture (or any component thereof) a letter of guarantee must be obtained from that supplier in support of any of the local content claims being made. The letter of guarantee must state that the subcontractor is supplying the office furniture (or any component thereof) to the bidder and that the office furniture (or any component thereof) conforms to the specific local content requirements and thresholds applicable to that particular office furniture item/s. Any percentage applicable to imported products/components must also be clearly stated.
- Relevant certificates to prove that the office furniture conforms to applicable SABS standards should also be submitted.

- The written submission must also be accompanied by the documentation referred to in **section 8**:
 - Declaration Certificate for Local Production and Content (Annexure B);
 - Local Content Declaration: Summary Schedule (Annexure C)
 - Imported Content Declaration: Supporting Schedule to Annexure C (Annexure D)
 - Local Content Declaration: Supporting Schedule to Annexure C (Annexure E)
- In addition to the above, service providers must prepare and submit a bill of materials (BOM) (raw materials included) to be utilised in the production process. The schedule must clearly indicate which materials are produced locally in South Africa and which materials are imported. The proposed format for the BOM to be created is as follows:

Bill of Materials (BOM)* (Visitors Chairs)	% of Finished Office Furniture	Locally Manufactured (YES / NO)	Imported (YES / NO)	DTI Authorisation (YES / NO)
e.g. Steel legs	25%	Yes	No	Not applicable
e.g. Bonded leather	20%	Yes	Yes	Not applicable
e.g. Arm rest	15%	No	Yes	Yes
e.g. Polyurethane base	25%	Yes	No	Not applicable
e.g. Screws for assembly	5%	Yes	No	Not applicable
e.g. Powder coating	10%	Yes	No	Not applicable

* The above example should be used to reflect each of the categories of office furniture to be manufactured and supplied in order to illustrate the local content requirements and adherence to stipulated minimum thresholds. The primary steel utilised in the manufacturing process as that does not have to be stipulated – the relevance to local content is the actual manufacturing of the components used in the office equipment.

- In support of the local content requirements, the necessary written authorisation from the Department of Trade and Industry (the dti) must be submitted, should there be a need to import such raw material or input.
- The information provided in Annexures C, D and E must correlate with the BOM, especially in respect of local content % and values.

The required documentation must be delivered to the Electoral Commission's Procurement and Asset Management Department through any of the following means by the date and time as specified on the auction:

- Upload file/s into the auction.
- Hand delivered and placed in the Electoral Commission's tender box situated in the foyer of the Electoral Commission's national office in Centurion at the following address:

**Electoral Commission
Riverside Office Park
1303 Heuwel Avenue
Centurion
0157**

Note: Clearly mark your submission for the attention of Supply Chain Management and stipulate the auction number for which it is.

Bidders who do not provide the required written submission will not be considered.

4. Quality Control

- The Electoral Commission will have the right to conduct inspections at the bidder's premises for quality and adherence to specifications before deliveries are made.
- The bidder must undertake and warrant that all goods shall, at the time of delivery, be according to specifications, in good condition, order and ready for use.
- The bidder has the primary responsibility to ensure that quantity and quality are in accordance with the specification.

5. Bidder Performance

- Quality means product adherence to the technical specification requirement.
- Defective products must be replaced at the cost of the bidder.
- Deliveries must meet predetermined schedules agreed to in the purchase order.
- The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units.
- Where previously agreed delivery schedules are not met by a bidder, the Electoral Commission shall have the right to appoint an alternative bidder (such as the next highest ranking bidder on this auction for example or any other bidder able to deliver) to make good the shortfall in supply. Any extra costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting bidder. As such, any costs already incurred by the initially appointed bidder shall, at the sole discretion of the Electoral Commission, be for the account of that bidder since it failed to deliver! The normal penalties provided for on the Electoral Commission's purchase order shall also apply!

6. Warranty Period

- The office furniture offered must have at least a two (2) year manufacturer's warranty and a five (5) year gas mechanism warranty on the chairs.

7. Deliveries

- The envisaged latest date for the delivery and installation of the furniture is **28 January 2022**.
- The required points of delivery are the Electoral Commission's locations nationally (See **Annexure A**).
- Deliveries to the stipulated Electoral Commission sites should be made from Monday to Friday during office hours (08:30 – 17:00).
- Prior notification must be given to ensure availability of receiving staff. The bidder must notify the appropriate Electoral Commission staff member on the delivery schedule and intended times of delivery.
- A detailed list of address and contact details of receiving Electoral Commission local office will be provided to the successful bidder.
- Staggered deliveries are permitted, prior to the completion date, in view of the volume and deliver destination of the office furniture.
- No payment will be processed before delivery is completed and accepted.

8. Prices and Evaluation System

a) Prices

- Quoted prices must include unit cost of the furniture, transport and installation.
- Please note that the bid price reflected on the auction (eProcurement system) must be in South African Rand (ZAR) and must include all applicable costs including VAT, however for the purposes of completion of annexures B, C, D and E – local content declarations and schedules prices must exclude VAT.
- The adjudication of the bid will be based on scoring in respect of the local content provisions and the Preferential Procurement Regulations, 2017.

b) **Evaluation System**

PRODUCTION REQUIREMENTS

Minimum local content requirements

- The stipulated minimum threshold percentages for local production and content for the required office furniture is tabled below, thus only locally produced or locally manufactured office furniture from local suppliers in accordance with the applicable threshold values will be considered.
- The applicable threshold values in respect of local content for the required office furniture is as follows:

Number	Description	% Local Content
1	Walnut veneer office workstation desk	90%
2	Walnut veneer credenza	90%
3	Walnut veneer pedestal	90%
4	Walnut veneer boardroom table	90%
5	Walnut veneer filing (shelves) cabinet	90%
6	High back bonded leather upholstered chair	65%
7	Visitor bonded leather upholstered chair	70%

Excluded in the designation is mainly primary steel used for fabrication of furniture products. This is to encourage local manufacturers to seek the best global competitive prices for primary materials hence the competitive imported primary steel used in the manufacture of furniture will be deemed to have been sourced locally for the purposes of calculating local content.

In cases where raw materials are not available locally

- If the raw material or input for the office furniture is **not** available locally, bidders should obtain written authorisation from the dti should there be a need to import such raw material or input. A copy of the authorisation letter must be submitted together with the bid at the closing date and time of the bid.
- The exchange rate used for the calculation of local production and content will be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of the advertisement of the bid.
- The rates of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate will be verified for accuracy.

Important Note on Determining Local Content

A declared local content of, for example, 100% is not a true reflection if the dti issued an authorisation letter to import some of the raw materials. In such instances bidders are expected to declare the actual local content % of less than 100% for the fact that an authorisation letter was provided by the dti. In that regard, bids will not be disqualified during the first stage of evaluation for not meeting the required local content threshold. The purpose thereof is to encourage bidders to declare the exact local content, e.g. if a bidder indicates that he/she will be importing raw materials or certain components then it is not possible to have 100% local content if there is any portion of import no matter how small it may be.

Calculation of the local content

- The South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 will be used to calculate local content.
- The Declaration Certificate for Local Production and Content (SBD 6.2 – Annexure B) together with Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.
- The SABS approved technical specification and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annexure C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annexure C) and E (Local Content Declaration: Supporting Schedule to Annexure C)] are accessible to all potential

bidders on the dti's official website <http://www.thedti.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.

- The local content (LC) expressed as a percentage of the bid price will be calculated in accordance with the following formula:
 - $LC = (1 - x/y) \times 100$
Where
 - x is the imported content in Rand
 - y is the bid price in Rand excluding value added tax (VAT)
- Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the SARB at 12:00 on the date that the bid has been advertised.

c) Application of the PPPFA

- The applicable preference point system (as reflected in the auction) in terms of the Preferential Procurement Policy Framework Act (PPPFA) and Preferential Procurement Regulations, 2017 shall apply in the adjudication process of this bid. Preference points will be allocated in accordance with the formula and applicable points as provided for in the Regulations.
- Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service providers/contributors.

9. Bid Evaluation

- Before an order is placed with any bidder, that bidder will be required to prove conformance of the offered goods to the stated specification.
- The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- The Electoral Commission, furthermore, also reserves the right to consider at its sole discretion alternative options to exact specifications outlined in the auction or otherwise stipulated that may be offered by bidders should the Electoral Commission be of the opinion that such alternative options that are being offered are economically viable and/or may be a practical solution and/or may be generally beneficial in respect of promoting and reaching the Electoral Commission's goals, target dates and objectives.
- For evaluation purposes, All bidders on this auction who has placed a bid will be required to submit the following as part of their bid:
 - A brochure (preferably in a book format) that includes images of the product offering.
 - The actual dimension and material composition/specification per item must be confirmed for every product in the brochure (preferably under each image).
 - Bidders are required to confirm in writing their ability to deliver to all destinations.
- Refer to the bid evaluation criteria applicable to the evaluation of this bid – **Annexure F**.
- Successful bidders will be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission (which will include, *inter alia*, the provision of a pre-production mock sample of the required items, for conformance testing by the SABS) before an official order is issued.

10. Technical Enquiries

- Technical enquiries can be directed to:-
Ms Susan Fourie
Electoral Commission
Logistics and Infrastructure Department
Tel: (012) 622-5479
Fax: (012) 622-5251
eMail: fouries@elections.org.za
- Enquiries concerning the stipulated threshold for local production and content for the office furniture must be directed to Ms Cathrine Matidza at the Department of Trade and Industry (the dti), Tel (012) 394-5598 or Fax (012) 394-6598 or email CMatidza@thedti.gov.za or the dti Customer Contact Centre 0861 84 3384.

SCHEDULE A

**SCHEDULE THAT MUST BE COMPLETED AND RETURNED BY
THE BIDDER
FAILURE TO COMPLETE AND RETURN THIS QUESTIONNAIRE WILL LEAD
TO THE BID BEING DISQUALIFIED.**

Auction number **0010452700**

Bidder (Company)

Name of sales representative

Signature of sales representative
completed the questionnaire:

Confirmation of adherence to bid specifications of the required items (A brochure [preferably in a book format]) that includes images of the product offering).	Yes	No (Specify)
Confirmation that the bidder has sufficient stock and will be able to deliver by the indicated delivery date. If the answer is no, please indicate expected latest delivery date. Expected latest delivery date: 28 January 2022	Yes	No
Will the bidder exchange items found broken during delivery?	Yes	No
Confirm that the purchase price includes all transport and assembly costs.	Yes	No

Signature of sales representative that has completed the questionnaire:

Signature of Sales Representative

Official Company Stamp (if any)

ANNEXURE A

LIST OF LOCAL OFFICES (Delivery Points)

Delivery points are currently in the following cities/towns in Western Cape Province listed below.

It is envisaged that this list, while not rigid, will remain substantially unchanged.

[Indicate ability to provide services by marking appropriate column with an “X” against each location – PLEASE NOTE THAT FAILURE TO COMPLETE AND RETURN OR NOT BEING ABLE TO PROVIDE A SERVICE AT ALL THESE LOCATIONS WILL INVALIDATE YOUR BID]

Local Office / Municipal Area	Yes	No	Office Workstation Desks [OWD - 1.8m]	Boardroom Table (8 seater) [2.5m x 1.2m] [BT8]	High Back Chairs [HBC]	Visitors Chairs [VC]	Credenza [C]	Filing Cabinets [FC]
CPT (Athlone)			1	0	0	0	0	4
CPT (Mitchells Plain)			0	0	0	0	0	2
CPT (Bellville)			3	1	10	0	0	4
CPT (Khayelitsha)			0	0	1	0	0	0
WC013 - Bergrivier			0	0	1	1	0	0
WC014 - Saldanha Bay			0	0	2	0	0	0
WC015 - Swartland			0	0	4	0	0	0
WC022 - Witzenberg			0	0	0	0	2	0
WC024 - Stellenbosch			0	0	3	4	0	4
WC026 - Langeberg			0	0	0	0	0	1
WC031 - Theewaterskloof			1	0	0	1	0	1
WC032 - Overstrand			0	0	1	1	0	0
WC034 - Swellendam			0	0	0	0	0	1
WC041 - Kannaland			0	0	0	0	0	1
WC042 - Hessequa			0	0	0	3	0	0
WC043 - Mossel Bay			0	0	3	4	0	0
WC047 - Bitou			0	0	0	2	0	0
WC048 - Knysna			0	0	2	0	0	1
Total			5	1	27	16	2	19

Abbreviations and notations for table above:

OWD	Office Workstation Desk <i>(includes Desk, Pedestal and Credenza)</i>
BT8	Boardroom Table - 8 Seater
HBC	High Back Chair
VC	Visitor Chair
C	Credenza
FC	Filing Cabinet

ANNEXURES AND SCHEDULES THAT SHOULD BE COMPLETED, SIGNED AND SUBMITTED TOGETHER WITH THE WRITTEN SUBMISSION, BILL OF MATERIALS (BOM) AND BROCHURE BY THE BIDDER BY NOT LATER THAN 11:00 ON THE DAY FOLLOWING THE CLOSURE OF THE AUCTION

**Annexure B: SBD 6.2 – Declaration Certificate for Local Production and Content for Designated Sectors
(Attached)**

**Annexure C: Local Content Declaration - Summary Schedule
(Refer the dti forms – Excel spreadsheet)**

**Annexure D: Imported Content Declaration - Supporting Schedule to Annexure C
(Refer the dti forms – Excel spreadsheet)**

**Annexure E: Local Content Declaration - Supporting Schedule to Annexure C
(Refer the dti forms – Excel spreadsheet)**

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids received. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2. Regulation 8.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SANS 1286:2017 is accessible, at no cost, on the dti website or through the following quick link:

<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annexure C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer (CFO) or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annexure A of SANS 1286:2017) for this bid is as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Production and content – office furniture	as per bid specifications

4. Does any portion of the services, works or goods offered have any imported content? (Tick applicable box)

YES		NO	
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4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annexure A of SANS 1286:2017):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

- Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the chief electoral officer provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SANS 1286:2017)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER (CFO) OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NUMBER:

ISSUED BY: THE ELECTORAL COMMISSION

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

Important: Declarations C, D and E must be completed as required and signed by the same company representative that certifies/signs below (Annexure B). Annexure D must also be completed – stipulate zero (0) values if there are no imported material.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SANS 1286:2017 ;
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS 1286:2017 , the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SANS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SANS 1286:2017	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SANS 1286:2017 , the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SANS 1286:2017 .
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SANS 1286:2017 , may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

ANNEXURE F

Bid Evaluation Criteria

Supply, Delivery and Installation of Office Furniture

(Various Electoral Commission Local Offices in Western Cape Provinces)

Auction 0010452700

BIDDER NAME:	BIDDER #:
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1.	PHASE 1 - Mandatory Requirements (<i>Shall lead to disqualification if not met</i>)	Compliant	Non-Compliant
1.1	Did the bidder place a bid in the auction on the eProcurement system?		
1.2	Did the bidder complete and submit Schedule A ?		
1.3	Did the bidder complete and return Annexure A (<i>List of Local Office/Delivery point where delivery of furniture is required</i>)?		
1.4	Did the bidder submit the relevant product information (Brochure/Catalogue)?		
Qualifies for Further Evaluation		Yes	No

2.	PHASE 2 - Key Qualification Criteria – Local Content (<i>Shall lead to disqualification if not met</i>)	Compliant	Non-Compliant
2.1	Has the Declaration Certificate for Local Production and Content (Annexure B/SBD 6.2) been fully completed and signed?		
2.2	Have the relevant sections of Annexure C, D and E been fully completed and have the forms been signed as required by dti?		
2.3	Does the bid price in the auction on the eProcurement system correlate with that of Annexure C (i.e. tender price as stipulated in Annexure C plus VAT)?		
2.4	Does the local content calculation in Annexure B, C, D & E exclude VAT?		
2.5	Does the production and local content for the supply of the required furniture meet the minimum threshold values per required item?		
2.6	Does the bidder provide a bill of materials (BOM) that correlates with Annexures C, D & E – especially in respect to local content?		
2.7	Was the bid accompanied by a written submission explaining: - Who the supplier of the raw materials will be? - Who the manufacturer of the furniture will be? - Letters of guarantee from sub-contractors? - Relevant SABS certificate/s (where applicable)?		
2.8	Was an authorisation letter/s included from the dti if the raw materials are not locally available (if applicable)?		
Qualifies for Further Evaluation		Yes	No

3.	PHASE 3 - Technical Evaluation Criteria (Shall lead to disqualification if not met)	Compliant	Non-Compliant	Comments
3.1	Office Workstation Desks [OWD] 1800mmI Desk • Walnut solid and veneer desk with the dimensions of 1800mml x 800mmd x 760mmh • The top is to be 32mm thick with a solid beveled edge 32mm x 22mm • Legs are to be 70mm thick x 575mm wide mitred boxes with an 80mmh x 1,2mm aluminum kick-plate with 100mm walnut veneer cleats running from leg to leg • The modesty panel is to run from leg to leg 300mm high and to be biscuit joined and glued to the legs • The top is to be fastened to the legs with cleats and screws • All joins are to be biscuited, glued and screwed • All edging is to be a minimum of 2mm edge banded • The desk is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish Credenza • Sliding door credenza with the dimensions of 900mml x 500mmd x 760mmh • The top is to be 32mm thick with a solid beveled edge 32mm x 22mm • The unit is to have two lockable sliding doors • The backing is to be 6mm walnut veneer, rebated and screwed into the carcass. • All internals to be walnut veneer • The credenza is to have an 80mmh x 1,2mm aluminum kick plate • 1 x Walnut veneer adjustable wooden shelf 16mm thick with edge-banding • All edging is to be a minimum of 2mm edge banded • 2 x stainless steel bar handles 242mm x 14mm thick • All joins are to be biscuited, glued and screwed • The credenza is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish Pedestal • Mobile 4 drawer pedestal with the dimensions of 410mml x 500mmd x 720mmh • The 4 drawers must have a central locking system • 4 x stainless steel bar handles 242mm x 14mm thick			

	- The back must be 16mm walnut veneer - The drawer bottoms must be 6mm rebated and screwed walnut veneer - All drawers to have full extension side mounted ball bearing slides - The bottom drawer is to house hanging files - The top drawer is to have a 16mm bottom, with a drop in stationary tray - All internals to be walnut veneer - All edging is to be a minimum of 2mm edge banded. - All joins are to be biscuited, glued and screwed - The castors are to be lockable 50mm black castors - The pedestal is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish			
3.2	Boardroom Table (8 Seater) [BT8] - Walnut veneer and solid boardroom table with the dimensions of 2500mm x 1200mm x 760mmh to fit 8 seats - The top is to be 32mm thick with a solid beveled edge 70mm x 22mm - The top is to be manufactured in 2 sections to be joined and fitted to the base on site - The table must be able to seat/accommodate 8 chairs - The leg is to be a solid box construction 650mm wide in two pieces with an 80mmh x 1,2mm brushed aluminum kick-plate - The two halves of the leg are to be bolted together on site - The boardroom table is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish			
3.3	High Back Chairs [HBC] - High back bonded black leather chair - Polyurethane base - Flexi polyurethane armrests - Swivel and tilt mechanism and gas height adjustment - Minimum weight capacity of 150kg's			
3.4	Visitor Chairs [VC] - Visitor's chair in bonded black leather - Steel Intergrill sleigh base, wall thickness 2,5mm - Polyurethane arm cappings - Minimum weight capacity of 150kg's			
3.5	Credenza - Sliding door credenza with the dimensions of 900mm x 500mm x 760mmh - The top is to be 32mm thick with a solid beveled edge 32mm x 22mm - The unit is to have two lockable sliding doors			

	- The backing is to be 6mm walnut veneer, rebated and screwed into the carcass. - All internals to be walnut veneer - The credenza is to have an 80mmh x 1,2mm aluminum kick plate 1 x Walnut veneer adjustable wooden shelf 16mm thick with edge-banding - All edging is to be a minimum of 2mm edge banded 2 x stainless steel bar handles 242mm x 14mm thick - All joins are to be biscuited, glued and screwed - The credenza is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish			
3.6	Filing Cabinets [FC] - Walnut veneer and solid filing cabinet with the dimensions of 1500mmh x 900mmh x 500mmh - The top must be 32mm thick with a solid beveled edge 32mm x 22mm - The filing cabinet is to have a fixed base with 3 adjustable 16mm walnut veneer shelves with edge-banding - Doors to be hinged with 6 x concealed hinges and be lockable - Left door to have top and bottom barrel bolts and a striker plate for the lock - Locking door to have a cylinder deadbolt rim lock - The filing cabinet must have an 80mmh x 1,2mm brushed aluminum kick-plate on all sides 2 x stainless steel bar handles 242mm x 14mm thick - All edging is to be a minimum of 2mm edge banded - The backing board is to be 6mm walnut veneer, rebated and screwed into the carcass - All joins are to be biscuited, glued and screwed - The unit is to have adjustable leveling feet in the base - The filing cabinet is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish			
Bid is Compliant (Qualifies for Further Evaluation/Adjudication)		Yes	No	

NB - Submissions must comply with all item requirements for further evaluation.

Evaluation Based on the 80/20 Preference Point System (PPPFA Scoring)

Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid

evaluation process as stipulated above will be considered for bid adjudication purposes.

Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2017. Pre-scoring of bids on the eProcurement system is illustrative only in respect of the potential outcome of the auction and serves to enhance transparency in the bidding process as well as to encourage competitive bidding and B-BBEE compliance. Qualifying bids will be scored in the final PPPFA scoring to conclude the bid evaluation process and final price and total bid points may change accordingly. The ranking of the qualifying bids in terms of the scoring will be confirmed. The order of ranking of the qualifying bids will, however, remain the same since price, B-BBEE status levels and preference points claimed will not change once the auction has closed.